



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5760.2
MCCS

26 SEP 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5760.2

From: Commanding General
To: Distribution List

Subj: USE OF CAMP LEJEUNE SWIMMING POOLS BY NON-DEPARTMENT OF DEFENSE ENTITIES

Ref: (a) DoD 5500.7-R, Joint Ethics Regulations, November 2011
(b) 5 U.S.C. § 301
(c) MCO P1700.29
(d) BO 3570.1C

Encl: (1) Policy for Use of Camp Lejeune Swimming Pools By Non-DoD Organizations
(2) Participant's Information/POC Page (MCIEAST-MCB CAMLEJ/MCCS/HQ/5760.2/37)
(3) Waiver of Liability and Assumption of Risk Agreement with the United States Marine Corps (MCIEAST-MCB CAMLEJ/MCCS/HQ/5760.2/38)
(4) Parental Permission Form for Marine Corps Base, Camp Lejeune Activities (MCIEAST-MCB CAMLEJ/MCCS/HQ/5760.2/39)
(5) Sample Letter - Commanding General's Authorization of Use Letter
(6) Sample Letter - Organizational Acknowledgement Letter

1. Situation. The primary purpose of swimming pools at Camp Lejeune is to serve the military, dependent, and retiree populations of the installation and the surrounding community. While numerous pools exist throughout the installation, three of these pools, Courthouse Bay, Camp Johnson, and Area 5, are specifically designated as primary training tanks for active duty and reserve servicemembers. That purpose will not change or be encumbered by support of recreational swimming, or other activities. Marine Corps and service training will always be the first priority for use of any pools at Camp Lejeune. However, in an effort to promote community relations, with particular emphasis on supporting positive youth activities, the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) has determined that use of approved pools in support of local high school swim teams and other organized nonprofit youth organizations such as Boy Scouts and Girls Scouts, can be accomplished with acceptable risk.

2. Mission. The purpose of this Order is to set forth policy and procedures, per references (a) through (d), and provide instruction and guidance regarding the use of Camp Lejeune pools and training tanks by non-Department of Defense (DoD) youth organizations and other entities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To support, to the extent feasible without impacting training of servicemembers or services to authorized users of

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Marine Corps Community Services (MCCS), the requests of non-DoD, nonprofit youth organizations and other entities desiring to use Camp Lejeune pools and training tanks.

(2) Concept of Operations

(a) The Assistant Chief of Staff, MCCS (AC/S, MCCS) is delegated authority to approve, coordinate and oversee visitations by non-DoD entities requesting use of Camp Lejeune swimming pools.

(b) The AC/S, G-3/5, is delegated authority to approve, coordinate, and oversee visitations by DoD affiliated organizations such as Junior Reserve Officer Training Corps cadets, Young Marines, and Veteran's Affairs organizations. The AC/S, G-3/5 is authorized to relinquish control of the Area 5 training tank to the AC/S, MCCS for the purpose of supporting non-DoD entities on a not-to-interfere basis with scheduled training by servicemembers.

(c) The Courthouse Bay training tank will be used to support military servicemember training only. Other uses may be approved by the AC/S, G-3/5 on a case-by-case basis.

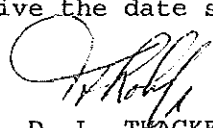
b. Coordinating Instructions. All personnel requesting use of swimming pools aboard Camp Lejeune shall comply with the contents of this Order.

4. Administration and Logistics. All procedures, policies, guidelines, and coordinating instructions relating to use of Camp Lejeune pools and training tanks are outlined in enclosures (1) through (6) for non-DoD entities, and in reference (d) for servicemembers.

5. Command and Signal

a. Command. This Order is applicable to all personnel aboard Marine Corps Base Camp Lejeune and its tenant commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A/B/C

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Policy for Use of Camp Lejeune Swimming Pools By Non-DoD Organizations

1. The primary purpose of swimming pools at Camp Lejeune is to serve the military, dependent, and retiree populations of the installation and the surrounding community. While numerous pools exist throughout the installation, three of these pools, Courthouse Bay, Camp Johnson and Area 5, are specifically designated as primary training tanks for active duty and reserve Marines, Sailors and other servicemembers. That purpose will not change or be encumbered by support of recreational swimming or other activities. Marine Corps and service training will always be the first priority for use of any pools at Camp Lejeune. However, in an effort to promote community relations, with particular emphasis on supporting positive youth activities, the Commanding General, MCIEAST-MCB CAMLEJ has determined that use of approved pools in support of local high school swim teams and other organized nonprofit youth organizations such as Boy Scouts and Girls Scouts, can be accomplished with acceptable risk.

2. Definitions and Abbreviations

a. Swimming Pool - Any aquatic facility designed to support recreational swimming, swim training, and athletic competitions by the general population.

b. Training Tank - Swimming pools designated as the primary facilities for the training of active duty and reserve components of the armed forces in water survival, SCUBA, dive training, and other water-based training.

c. Co-Use Facility - All indoor pools at MCB CAMLEJ are designated as co-use pools with the exception of Courthouse Bay.

d. DoD - Department of Defense

e. MCCS - Marine Corps Community Services

f. G-3/5 - Operations and Training Department

g. FP - Force Protection

h. RFMSS - Range Facility Management Scheduling System

i. Organized Nonprofit Youth Group - Organized nonprofit youth groups. For example, a local high school key club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group.

j. Ad Hoc Groups - An ad hoc group is an informally organized and structured youth group without charter, governing officials, organizational rules, or continuity over time.

k. A DoD affiliated Youth Group/Organization - An organization such as Junior Reserve Officer Training Corps and Young Marines that have a direct affiliation with the DoD.

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3. Staff Responsibility

a. MCCS is the cognizant staff section for the approval, coordination, scheduling, and oversight of all requests for use of Camp Lejeune swimming pools by non-military activities.

b. AC/S, G-3/5 is the cognizant staff section for the approval, coordination, scheduling, and oversight of all military training and DoD affiliated organization training in designated training tanks. Scheduling of the Area 5 training tank for non-military activities will be coordinated by MCCS and approved by G-3/5.

4. Types of Requests

a. Standard Requests. Military units desiring to use training tanks will coordinate their requirements directly with the G-3/5 pool attendants. G-3/5 pool attendants will make all RFMSS entries associated with the scheduling process. Units may review RFMSS for approval.

b. Non-Standard Requests. Requests for use of Camp Lejeune pools by non-DoD entities are considered non-standard and must be specific as to each group's wants and needs. Event participation is based on the installation's security status, available Camp Lejeune resources and completion of all required forms and waivers in a timely manner. See enclosures (2) through (4).

c. Each request is unique in nature, but the process to acquire permission to board the installation is the same.

5. Request and Approval Process

a. Requests for use of training tanks by active duty and reserve military units must be coordinated with training tank attendants and entered into RFMSS at least three working days prior to the desired training event.

b. Requests for use of Camp Lejeune swimming pools by non-DoD entities must be received 60 days prior to the intended start date.

c. Requests for use of Camp Lejeune pools by non-DoD entities will be considered on a first come, first served basis. Permission to use Camp Lejeune pools in one year does not constitute or imply permission for use in subsequent years. Determination of resource capacity and allocation of resources is a MCCS responsibility.

d. Requests by non-DoD entities must be submitted anew for each period of use and must be submitted not earlier than 180 days prior to the intended start date.

e. All non-standard requests must contain the following information before the approval process will begin:

- (1) Contact Information
- (2) Name of Organization
- (3) Primary Point of Contact

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- (4) Primary Phone Number
- (5) Mobile Phone Number
- (6) Mailing Address, City, State, and Zip Code
- (7) Electronic Address

f. Requests must be written on organizational letterhead and can be delivered either via U.S. Postal Service or in person.

(1) Written requests shall be sent to AC/S, MCCS, Attn: Semper Fit, Outdoor Recreation Branch (ODR), 1401 West Rd, Camp Lejeune, NC 28547.

(2) Hand delivered written requests should be brought to Semper Fit, ODR Admin Office located in Building 1108, MCB CAMLEJ.

g. Proposed Dates of Visit

(1) Non-DoD entities must submit three choices, in order of preference, for events that are of five days duration or less.

(2) Non-DoD entities requiring seasonal usage must submit the range of dates to be covered for recurring use (e.g., 1 October 2011 - 15 March 2012, Monday through Friday, 1700 - 1900).

h. Goal of Visit. The request should state the reason the request is being made so that a priority status can be assigned to the visit along with a brief justification/explanation as to why the organization cannot accomplish its purpose with non-DoD resources.

i. Roster of Attendees. Non-DoD organizations must provide a roster of all participants to the MCCS ODR office 30 days prior to the first use of the resource assigned. This is to include first name, last name, and date of birth.

j. Vehicle Information

(1) In the case of high schools and other team organizations, individual access by team members in personally owned vehicles can be obtained by following established procedures. Teams are authorized travel from the point of entry on the installation to the designated swimming pool and back. Excursions to other parts of the installation are not authorized. Violators will lose access privileges.

(2) Vehicle insurance and driver information must be provided electronically in a spreadsheet to the ODR office, MCB CAMLEJ. Roster and vehicle information will be submitted to the AC/S Security and Emergency Services (SES).

(3) A driver background check may be performed and further information may be required.

(4) Base access can be denied by the AC/S SES at any time.

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(5) Organizations will be required to pick up vehicle passes from the Visitor's Center on their initial visit.

(6) Drivers will be required to have in their possession:

- (a) Driver's License
- (b) Vehicle Registration
- (c) Proof of Insurance documentation

(7) Drivers will be required to display the access pass and vehicle information in the windshield at all times.

k. Cancellations/Changes

(1) Organizations must be aware that use of pools may be changed or canceled at any time due to mission requirements.

(2) Organizations must be aware that once use of a Camp Lejeune pool has been scheduled and confirmed, cancellations or changes by the group will result in financial liability for any costs incurred by MCB CAMLEJ in support of that request.

l. Approval Process for Non-DoD Entities

(1) Once ODR has received the formal request, the requesting organization will be contacted to confirm receipt of the request.

(2) The request will be processed for feasibility of support. A 10-day working period is required to complete this process.

(3) Once a determination on the request is made, the requesting organization will be contacted using enclosure (5). Requesting organizations will acknowledge the approval of their request and the stipulations therein stated via enclosure (6) or a similar letter.

(4) Changes to the original request may delay the approval process or the visit.

(5) No official arrangements to arrive at MCB CAMLEJ should be made until approval of the subject request has been confirmed.

6. Reimbursements. Organizations may be responsible for reimbursing MCCS for the cost of lifeguards required to man the facility during periods of use outside of normal hours of operation. Use of pools may be subject to reimbursement for costs incurred due to such things as replacement of damaged or lost equipment, or contamination of the pool.

7. Activities in Support of Non-DoD Entities

a. Activities provided aboard MCB CAMLEJ are subject to operational commitments and support availability.

b. Use of Camp Lejeune swimming pools by non-military activities must include all uses being requested (e.g., swim training, diving, SCUBA training, underwater swim training, etc.). Requests may be approved in part

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or in total. Use of the pools for training other than that which was specifically requested will result in termination of use by the offending organization.

c. The Head, ODR will provide supervision for all non-military activities using pools. Youth groups must provide a minimum of two adults per group and maintain a ratio of no less than 1:12.

8. Force Protection Effect on Non-DoD Entities. Organizations will be subject to current FP Conditions.

a. Force protection conditions may change at any time.

b. Organization visits may be changed or canceled at any time due to current force protection conditions.

c. Organizations may be asked to depart the installation without notice due to force protection conditions.

9. Safety for Non-DoD Entities

a. Safety of all personnel is paramount.

b. Ensure that all hands are briefed about specific pool safety precautions before use of the pool begins.

c. Coaches of swim teams may not serve as lifeguards in conjunction with their coaching responsibilities.

d. Organizations are responsible for meeting the safety requirements of the American Red Cross lifeguard certification in those cases where MCCS lifeguards are not provided.

e. All necessary forms (enclosures (2) through (4)) must be completed by the parent(s), or legal guardian(s), of each participant prior to arrival aboard MCB CAMLEJ in order to participate in any pool activity.

f. No visitor will be allowed to participate in any form of training or activity without the appropriate completed waivers and forms.

g. The "Hold Harmless Waiver" forms will release the United States Marine Corps from any and all responsibilities of injury incurred by the participant.

(1) The original waivers will be provided to the Aquatics Coordinator at least one week prior to arrival.

(2) A copy of the waivers will remain with the group while aboard the installation.

h. Insurance/Charter Information. Visiting youth groups will be required to provide a copy of the following:

(1) Current Charter or proof of Organization Status as a Youth Organization.

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(2) Current and valid insurance documentation with the following organizations named on the insurance policy:

- (a) Department of the Navy
- (b) United States Marine Corps
- (c) MCIEAST-MCB CAMLEJ
- (d) MCCS

i. Medical Information

(1) DoD medical staff are not authorized to issue medications (e.g., inhalers, bee sting kits, insulin, etc.).

(2) In the event of a medical emergency, DoD medical staff will respond and triage as necessary. The injured will be transported, at the participant's expense, to appropriate medical facilities at the first opportunity.

j. Security and Storage of Personal Property. MCB CAMLEJ will not be responsible for missing, stolen or damaged property belonging to the visiting organization.

10. Changes to Rosters or Activities by Non-DoD Entities

- a. All changes must be requested in writing.
- b. Once approved, schedule or activity changes are not authorized without completion of a new request.
- c. Changes may be made by MCCS to suit hours of operations and individual group needs.

11. Appearance. The Marine Corps has high standards for its active duty personnel and civilian staff. To maintain these high standards, visiting organizations are required to maintain an acceptable standard of dress to and from MCB CAMLEJ. Clothing with images or written material that may be offensive is not permitted.

12. Courtesy. Visiting organizations are expected to demonstrate courtesy and respect for all personnel while aboard MCB CAMLEJ. Conduct by any individual that is prejudicial to the good order and discipline of the armed forces will result in expulsion of the individual(s) and may result in termination of use by the offending organization.

Enclosure (1)

PARTICIPANT'S INFORMATION/POC PAGE

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice NM01700-1 DON General Morale, Welfare, and Recreation Records (February 12, 2008, 73 FR 8035). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 26 U.S.C. 6041; BUPERS Instruction 1710.11C, Operations of Morale, Welfare and Recreation Programs 2003; MCOP 1700.27, Marine Corps, Morale, Welfare and Recreation Policy Manual, Ch 1; NAVSO P-3520, Financial management Policies and Procedures for Morale, Welfare and Recreation Programs; and E.O. 9397 (SSN). **PRINCIPLE:** Personnel authorized to use DON-sponsored Morale, Welfare, Recreation (MWR) services, youth services, athletic and recreational services, Armed Forces Recreation Centers. **PURPOSE:** To administer programs devoted to the mental and physical well-being of DON personnel and other authorized users; to document the approval and conduct of specific sports activities/competitions, and other MWR-type activities and events sponsored or sanctioned by the DON. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To the media or for public release to publicize the names and photographs of participants in league or other activities and events for marketing or other similar purposes. To provide health and personal information to an off-base medical treatment facility should a member be taken there for treatment. **DISCLOSURE:** Mandatory for use of Camp Lejeune Swimming Pools and Training Tanks.

Participant's Information:

Participant's Last Name, First Name, Initial: _____

Date of Birth: _____

Parent/Guardian Name (If Minor): _____

Home Phone: _____

Work Phone: _____

Cellular Phone: _____

Alternate Adult to Contact in Case of Emergency:

Name: _____ Relationship: _____

Home Phone: _____

Work Phone: _____

Cellular Phone: _____

Does the Participant have Any Allergies or Special Medical Conditions?

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Waiver of Liability and Assumption of Risk Agreement with the United States Marine Corps

In consideration of the privilege of participating in an organized event in a Camp Lejeune, North Carolina, swimming pool and further recognizing the voluntary nature of my participation in this event (_____, on yr/mo/day _____), I, the undersigned person, intending to be legally bound, hereby promise to waive for myself, my guardians, heirs, executor, administrators, legal representatives and any other persons on my behalf, any and all rights and claims for damages, demands, and any other actions whatsoever, including those attributable to simple negligence, which I may have against any of the following persons or entities: the United States of America; the Department of Defense; the Department of the Navy; the United States Marine Corps; Marine Corps Base, Camp Lejeune, North Carolina; any and all individuals assigned to or employed by the United States, including but not limited to the Secretary of Defense; the Secretary of the Navy; the Commandant of the Marine Corps; Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune, North Carolina; in both their official and personal capacities; any medical support personnel assigned thereto; and these persons' or entities' representatives, successors, and assigns; which said injuries arise out of my participation in the activities comprising the aforesaid event; as well as any use by me of any Marine Corps Base, Camp Lejeune, North Carolina, or government equipment or facilities in conjunction with and furtherance of such participation by me. I FURTHER VERIFY THAT I HAVE FULL KNOWLEDGE OF THE RISKS ASSOCIATED WITH ATTENDING THIS EVENT. I EXPRESSLY, KNOWINGLY, AND VOLUNTARILY ASSUME THE RISKS INVOLVED IN THE PLANNED ACTIVITIES INCLUDING TRANSPORTATION TO AND FROM THE EVENT, AND AGREE TO HOLD THE UNITED STATES HARMLESS FOR ANY RESULTING INJURY. I understand that this assumption of risk agreement shall remain in effect until notice of cancellation is received by the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune, North Carolina. I understand that, should I decline to execute this agreement, I will not be permitted to attend the organized event.

Signature of Participant_____
Printed Name of Participant_____
Date_____
Signature of Parent/Guardian_____
Printed Name of Parent/Guardian_____
Date

On Behalf Of: _____

Printed Name of Minor/Family Member

26 SEP 2012**Parental Permission Form for Marine Corps Base, Camp Lejeune Activities**

I/We, the parents/guardians of the participant named below, understand the nature of the activity being planned aboard Marine Corps Base, Camp Lejeune, NC on _____ and we are in accord with the purposes of and procedures governing the trip.

We hereby grant permission for our son/daughter to participate. We understand that adequate and appropriate supervision will be provided. We recognize, however, that unanticipated situations and problems can arise in any activity, sponsored or otherwise, which situations or problems are not reasonably within the control of the supervising staff (including volunteers).

In the event of an injury requiring medical attention, I hereby grant permission for the supervising staff (including volunteers) to attend to my son/daughter. If the injury warrants further medical attention, I expect that every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given. In addition, I hereby give my permission to the supervising staff (including volunteers) to take my child to the physician, dentist, or to the hospital if an accident or serious illness occurs and I cannot be located. We agree to accept full responsibility for the cost of medical care, transportation and other incidental expenses.

Participant's Name (Please print)

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

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Sample Letter-Commanding General's Authorization of Use Letter



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5760
MCCS
00 Mon 00

From: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune

To: _____

Subj: REQUEST FOR USE OF CAMP LEJEUNE SWIMMING POOL FROM _____ TO

Ref: (a) Site the Requesting Agency's Application
(b) MCIEAST-MCB CAMLEJO 5760.2, Use of Camp Lejeune of Swimming Pools
by Non-Department of Defense Entities
(c) MCO 1700.29, Marine Corps Semper Fit Program (par 4010)
(d) BO 3570.1C, SOP for Range Control

Encl: (1) Waiver of Liability and Assumption of Risk Agreement with the
United States Marine Corps.
(2) Parental Permission Form for Marine Corps Base Camp Lejeune
(3) Acknowledgment of MCCS Policy for Use of Camp Lejeune Swimming
Pools Organizational Acknowledgement Letter

1. Per the references, your request to use a Marine Corps Base Camp Lejeune
(MCB CAMLEJ) swimming pool for the period _____, is approved. Use
of this facility is conditional in that:

a. The training of Marine Corps personnel and scheduled Marine Corps
Community Services (MCCS) recreational swims always take priority, even if it
conflicts with previously arranged/scheduled and approved use by your
organization.

b. A fully qualified and/or certified Red Cross Lifeguard who is
familiar with current MCB CAMLEJ emergency contact and reporting procedures
is required during each use of the facility. The activity leader/coach does
not constitute fulfillment of this requirement as a lifeguard if he/she has
other duties associated with use of the facility by your organization.

c. Please provide MCCS with a completed Waiver of Liability and
Assumption of Risk Agreement, enclosure (1), along with the Parental
Permission Form, enclosure (2), for each participant prior to use of the
facility. Please update the Waiver of Liability and Assumption of Risk
Agreements, as required.

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Subj: REQUEST FOR USE OF CAMP LEJEUNE SWIMMING POOL FROM _____ TO _____

d. Please provide a monthly training schedule at the beginning of each month to MCCS for entry into the Range Facility Management Support System (RFMSS) for scheduling and to assist in deconfliction.

e. Please adhere to established hours of operation of the facility. If the team intends to train on Saturdays or holidays a designated team representative will request use of the facility through MCCS at least 72 working hours prior to the intended period of use. Monthly schedules for the next month's training should be submitted no later than five working days prior to the end of the current month, in order to manage the RFMSS input requirements.

2. Upon receipt of this letter, the activity leader for your organization shall sign enclosure (3), acknowledging they understand the provisions of this letter and return a signed copy to the Outdoor Recreation office prior to commencement of use of the subject facility.

3. _____ is the Marine Corps Base point of contact for detailed coordination for your request.

Signature of approving official

Copy to:
AC/S, MCCS
Director, Semper Fit
Outdoor Recreation Branch Head
AC/S, G-3/5
Range Control

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Sample Letter-Organizational Acknowledgement Letter



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5760
MCCS
00 Mon 00

From:

To: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune (Attn: MCCS Semper Fit Division/Outdoor Recreation
Office)

Subj: REQUEST FOR USE OF CAMP LEJEUNE SWIMMING POOL FROM _____ TO

Ref: (a) CG MCIEAST-MCB CAMLEJ ltr 5760 MCCS of _____
(b) MCIEAST-MCB CAMLEJO 5760.2, Use of Camp Lejeune Swimming Pools
by Non-Department of Defense Entities

1. (Organization) _____ has received permission to use a
Marine Corps Base Camp Lejeune (MCB CAMLEJ) swimming pool for the period
_____ to _____ and acknowledges receipt of the instructions
and guidelines of the references that pertain to our use of that facility.

2. (Organization) _____ will comply with the provisions of
the references and understands that failure to do so may result in
termination of this authorization.

3. (Organization) _____ will ensure that the MCCS Semper
Fit Division/Outdoor Recreation office is made aware of any changes to
scheduling, coaching staff or supervisory personnel associated with this
organization's use of the facility.

Signature

Printed Name

Copy to:
AC/S, MCCS
Director, Semper Fit
Outdoor Recreation Branch Head
AC/S, G-3/5
Range Control

Enclosure (6)